

**Enterprise IT Financial Workgroup**  
**September 19, 2017**  
**1:00 p.m.**  
**Cogswell, Room 151**

**Members Present:**

Kim Moog, DPHHS – Chair Designee  
Ron Baldwin, DOA/State CIO  
Matt Van Syckle, DOA/CTO  
Jennifer Simmons, LSD - Designee  
Terry Lazure, DEQ – Designee  
Nancy Jones, DLI

Rhonda Schaffer, GOV  
Jennie Stapp, MSL  
Jessica Plunkett, FWP  
☞ Sky Foster, AGR – Designee  
☞ Larry Krause – DOC

**Staff Present:** Jennifer Schofield, Wendy Jackson

**Guests Present:** Lynne Pizzini, Linda Kirkland, Samantha Cooley, Kari Hahn, Keila Harris, Jody Troupe

☞ **Real-time Communication:** Nathaniel Thomas, Stuart Fuller, Jackie Luhrsen, Judy Little

**Welcome**

- Kim Moog welcomed the workgroup to the September 19, 2017 Enterprise Information Technology Workgroup (EITFW) meeting. All members and guests were introduced.

**Minutes**

- **Motion:** Jennie Stapp made a motion to approve the June 22, 2017 minutes. Ron Baldwin seconded the motion. Motion carried.

**Business**

- DocuSign Master Agreement
  - The DocuSign Master Service agreement has been approved and posted to the [Information Technology Manager's Council](#) (ITMC) and [EITFW](#) websites.
  - DocuSign allows for multiple signatures on a single document.
  - DocuSign may be considered for an Enterprise Agreement (EA) as usage grows.
  - A pricing sheet is attached to this agreement. This sheet sets a cap for what DocuSign can charge.
  - Agencies can work directly with DocuSign to develop a solution to address specific agency needs.
  - Agencies will issue a Purchase Order to procure DocuSign.
    - Additional needs related to the DocuSign service should be submitted in a Statement of Work (SOW) to SHI, the DocuSign reseller.
  - The DocuSign Master Service Agreement does not affect existing DocuSign contracts.
  - Agencies may work with DocuSign to negotiate a lower rate.
    - Discount for renewals may be available.
  - DocuSign pricing does not include the SHI reseller rate.
  - Submit questions to Linda Kirkland at [lkirkland@mt.gov](mailto:lkirkland@mt.gov) or Dale Stout at [dstout@mt.gov](mailto:dstout@mt.gov).
- Voice over Internet Protocol (VoIP) Billing Demo
  - VoIP billing currently consists of two bills encompassing the Blue and Red environments.
  - VoIP billing will be simplified to one billing model in the future.
  - Agencies who did not submit their billing client in time for VoIP billing will receive their August invoice once their billing client is submitted.
  - Submit questions to Jody Troupe at [jtroupe@mt.gov](mailto:jtroupe@mt.gov).
- Information Technology Planning and Reporting Cycle Review

- Odd and even numbered calendar year planning and reporting cycles are detailed on this timeline located on the [EITFW](#) website.
- This cycle outlines details regarding when Agency submissions are due to the State Information Technology Services Division (SITSD).
- Criteria for what goes into Agency IT plans includes:
  - Goals and objectives for agency, mapped against the State Strategic Plan;
  - Major project reporting; and
  - New projects and resources required to meet the Agency IT Plan.
- Agency IT Plans may be amended as needed.
- Submit questions to Jennifer Schofield at [jschofield@mt.gov](mailto:jschofield@mt.gov).
- **Action Item:** EITFW members will provide feedback regarding the Information Technology Planning and Reporting Cycle Review to Jennifer Schofield by October 3, 2017.
- Rate Setting and Budgeting Reporting Cycle Review
  - **Action Item:** CIO Support Staff will post the Information Technology Planning and Reporting Cycle and Rate Setting and Budgeting Reporting Cycle to the EITFW website.
  - **Action Item:** A Tech Budget, Tech Biz demo will be presented to the EITFW by January 2018.
  - Submit questions to Jennifer Schofield at [jschofield@mt.gov](mailto:jschofield@mt.gov).

### Standing Reports

- Enterprise Service
  - There are currently no Enterprise Services for consideration.
  - **Action Item:** Ms. Kirkland will contact Mike Bousliman regarding the Adobe Enterprise Agreement expiration date.
  - Submit questions to Mr. Baldwin at [rbaldwin@mt.gov](mailto:rbaldwin@mt.gov).
- Wide Area Network (WAN) Circuit Upgrade Prioritization List
  - **Action Item:** CIO Support Staff will post the WAN Circuit Upgrade to the EITFW website.
  - Submit questions to Matt Van Syckle at [MVanSyckle@mt.gov](mailto:MVanSyckle@mt.gov).

### Next Meeting

- CIO Support Staff will reschedule the next EITFW meeting for the week of October 16, 2017.

### Future Agenda Items

- Legislative Finance Committee (LFC) Debriefing

### Adjournment

- The meeting adjourned at 2:54 p.m.